



Reporting to:

Head of EYFS

Job Purpose

The successful candidate will be a qualified and dynamic Pre-Prep teacher with existing experience of working within a flourishing department and a commitment to developing the unique qualities of every child. S/he will have a solid knowledge and understanding of the up to date EYFS curriculum.

Key Tasks will include the following:

- To provide a positive, safe and stimulating teaching environment for the Reception pupils in which imagination, investigation, questioning and enquiry are paramount so the children can be supported in developing their independence, sense of achievement and commitment to learning
- Ensure that planning, preparation, recording, assessment and reporting to parents meet the children's varying learning, social and emotional needs and ensure progression
- To maintain and support the positive ethos and core values of the school, through implementation of schools policies and guidelines
- Promote and support the highest possible standards of behaviour, commitment and achievement by the children.
- To use Information Technology to assist lesson preparation, teaching and reporting, and administration
- To play a full part in the life of the school, both within the EYFS Department and beyond
- Involvement in the whole school extra-curricular (activities) provision

Person Specification

- High personal standards and experience of and clear understanding of the requirements of teaching in EYFS.
- An inspiring personality in and out of the learning environment, and someone whose approach to the pupils' development is innovative and progressive, who makes their learning fun, but who sets the highest standards.
- A role model who can enthuse, motivate and challenge learners of all abilities, within a stimulating, vibrant learning environment, inside and outside.
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues, and a real love of teaching the young is paramount. A can do, will do attitude will

help identify the successful candidate, and the rewards for a firm, dynamic and enterprising teacher will be significant.

- Excellent interpersonal, organisation and time management skills, with the ability to build positive, collaborative relationships with staff, pupils and parents.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education.

Safeguarding and Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Procedure for application

Applications should be made using the application form available together with a covering letter and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by noon on **Friday 7th October** after which references may be taken for those candidates considered for the shortlist.

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on **Tuesday 11th October**.

Interviews will be held during the morning of **Saturday 15th October** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 1st January 2023.